

**INSPECTOR CHECKLIST FOR
INSPECTIONS OF FEDERAL FACILITIES FOR
COMPLIANCE WITH SECTION 6002 OF THE
RESOURCE CONSERVATION AND RECOVERY ACT**

Facility Name: _____

Date of Inspection: _____

Note to inspectors: If the facility has no motor vehicle maintenance shop, please provide the Inspection Questionnaire to the facility and note on the top of this form that the facility does not maintain vehicles onsite. If the facility has more than one motor vehicle maintenance shop, please indicate whether the response to questions listed below reflect practices at the entire facility or only the shop(s) inspected.

Re-refined oils and lubricants:

Background questions:

Approximately how many vehicles are serviced for replacement or addition of oils and lubricants by the shop or facility annually? _____

What type of vehicles are serviced? (e.g., sedans, trucks, heavy equipment, aircraft)

Specific questions regarding use of oil and lubricants:

What is the estimated annual consumption of oil and lubricants in the shop?

Motor oil: _____ gallons

other lubricants: _____ gallons

Approximately how frequently is the engine oil replaced in facility vehicles?
Every _____ miles or _____ months

Does the facility or shop test the oil to determine if replacement is needed?
yes _____ no _____

Does the shop or facility use re-refined oil for replacement engine lubricating (motor) oils?
yes _____ no _____

Does the shop or facility use re-refined oil for replacement hydraulic fluids?
yes _____ no _____

Does the shop or facility use re-refined oil for replacement gear oils?
yes _____ no _____

Do shop containers containing unused oils and other lubricants indicate these products are re-refined?

Oil - yes _____ no _____

Hydraulic fluids - yes _____ no _____

Gear oils - yes _____ no _____

Is the shop or facility aware of the RCRA/CPG requirement to use re-refined oils or lubricants?
yes _____ no _____

If the facility is aware of the requirement to use re-refined oils and lubricants and still does not use these products, what is their explanation for not using these products?

Re-refined is too expensive _____

Specifications don't allow use of re-refined _____

Re-refined is not available _____

Other _____

Where does the shop or facility purchase oil and other lubricants?

Commercial bulk vendor (e.g., Safety Kleen)

yes _____ no _____

Govt. vendor (e.g., DLA, GSA)

yes _____ no _____
Local commercial vendor (e.g., auto supply)
yes _____ no _____
Other _____

Do shop or facility personnel purchase oil or other lubricants for use in the shop using a government charge card or account at a commercial vendor (e.g., K-Mart or Sears) outside of the facility? *Always* _____ *Occasionally* _____ *Never* _____

What is the fate of used oil removed from the facility's vehicles?

Disposed of as hazardous waste _____
Picked up by vendor for "recycling" _____
Reused at facility for heating fuel _____
Other _____

If the oil is collected or sent out to a recycler, is it ultimately used for energy recovery or is it re-refined? *Energy recovery* _____ *Re-refined* _____
Don't know _____

RETREAD TIRES:

Background questions:

Approximately how many tires does the shop or facility replace annually?

What type(s) of replacement tires does the shop or facility use?

Bus yes _____ no _____
Heavy truck yes _____ no _____
Pickup truck yes _____ no _____
Passenger vehicle yes _____ no _____
Other _____

Specific questions regarding the use of retread tires:

Does the shop or facility install retread tires on facility vehicles onsite?
yes _____ no _____

If yes, for which types of tires?

Bus _____

Heavy truck _____

Pickup truck _____

Passenger vehicle _____

Other _____

Does the shop or facility have in place an agreement or contract with a
“retreader” to retread the facility’s tires? yes _____ no _____

Does the shop or facility use an outside service or vendor for tire
replacement?

yes _____ no _____

If yes, does that vendor offer retread tires? yes _____ no _____

don’t know _____

If yes, does the facility purchase these tires? yes _____ no _____

Is the shop or facility aware of the RCRA/CPG requirement to use retread
tires?

yes _____ no _____

If the shop or facility is aware of the requirement to do so yet still do not
use retread tires, what is the explanation for not using these products?

Retread tires are “unsafe” _____

Specifications don’t allow use of retread tires _____

Retread tires are not available to the facility _____

Other _____

Does the shop or facility purchase retread tires for use in the shop using a
government charge card or account at a commercial vendor (e.g., Bandag,
Goodyear, or other retreader) outside of the facility? Always _____

Occasionally _____ Never _____

How are used tires disposed of by the facility?

ENGINE COOLANTS:

Background questions:

Approximately how many vehicles are serviced for replacement or addition of coolants by the shop or facility annually? _____

What type of vehicles are serviced? (e.g., sedans, trucks, heavy equipment)

Specific questions regarding shop or facility use of engine coolants:

Where does the shop or facility purchase coolant (reclaimed or virgin)?
Commercial bulk vendor (e.g., Safety Kleen) yes

_____ no _____

Govt vendor (DLA, GSA) yes _____ no _____

Local commercial vendor (e.g. auto supply) yes

_____ no _____

Other _____

Approximately how frequently is the coolant changed in each vehicle?
Every _____ miles or _____ months?

What is the estimated average annual usage of coolant in this shop or facility?

_____ gallons

Does the shop or facility use reclaimed engine coolant?

yes _____ no _____

Does the shop or facility have in place an agreement or contract with a vendor to reclaim the facility's used coolant? yes _____ no _____

Does the shop or facility have on-site, a reclamation device to reclaim used coolant?

yes _____ no _____

Is the shop aware of the RCRA/CPG requirement to use reclaimed coolant? yes _____ no _____

If the facility is aware of the requirement to do so yet still do not use reclaimed coolant, what is the explanation for not using this product?

Reclaimed coolant is not effective _____

Specifications don't allow use of reclaimed coolant _____

Reclaimed coolant is not available to the facility _____

Coolant reclamation devices are too costly _____

Other _____

Does the facility purchase coolant (reclaimed or virgin) for use in the shop using a government charge card at a commercial vendor (e.g., K-Mart or Sears) outside of the facility?

How does the facility dispose of coolant that is removed from facility vehicles (and is not reclaimed)? _____

Please add any additional observations regarding this inspection:

Inspectors are requested to forward a copy of this check sheet to the EPA Headquarters EO 13101 Program Manager within two weeks of the Federal facility inspection.

The checklist should be mailed to:

US Environmental Protection Agency
EO13101 Program Manager (mail code 2261A)
401 M Street SW
Washington, DC 20460